

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

Authorize Mayor to Sign
Application for Use of
Snohomish County Public
Utility District Facilities

_____	Consent
<u>7/6/16</u>	Action
_____	First Reading
_____	Second Reading
_____	Third Reading
_____	Briefing

COUNCIL BILL #

Originating Department Administration

Contact Person Hil Kaman

Phone Number 425-257-8762

FOR AGENDA OF July 6, 2016

Initialed by:

Department Head

CAA

Council President

db

Location

PUD – 2320 California
Street

Preceding Action

Attachments

Application

Department(s) Approval

Administration, Legal

Amount Budgeted	\$1,000.00	
Expenditure Required	\$1,000.00	004-550-0000-494
Budget Remaining	-0-	
Additional Required	-0-	

DETAILED SUMMARY STATEMENT:

As part of the City's Safe Streets Initiative, the City is putting together a safe streets forum on July 19, 2016. This action item is to approve the agreement for City use of the Snohomish County Public Utility District's Auditorium for that event.

RECOMMENDATION:

Authorize the Mayor to Sign the Application for Use of Snohomish County Public Utility District Facilities in the amount of \$1000.



APPLICATION FOR USE OF PUD FACILITIES

REV. 4/16

1. APPLICANT INFORMATION

Application Date: June 24, 2016

Name of Applicant: Elizabeth Smith

Organization Name: City of Everett

Government Agency? (Please select one) ☒ Yes ☐ No

Please select one: ☐ For-Profit Group ☐ Not-for-Profit Group (Please provide 501c)

Mailing Address: 2930 Wetmore Ave City/State/Zip: Everett WA 98201

Daytime Phone: (425) 257-7111 Evening Phone: ()

FAX: () Email: esmith@everettwa.gov

2. FACILITY REQUESTED

- ☒ Training Center Auditorium/Theater
- ☐ Green Room
- ☐ Kitchenette/Commons
- ☐ Commission Meeting Room

- ☐ Training Center Room - 1st Floor
- ☐ Training Center Room 2A
- ☐ Training Center Room 2C

3. SERVICES/EQUIPMENT REQUESTED

- ☐ Easel
- ☐ Overhead Projector
- ☐ TV/VCR-DVD players
- ☐ Microphone (regular)
- ☐ Microphone (wireless)

ROOM SET-UP* (COMMISSION ROOM ONLY)

- ☐ Theatre Style (65 max.)
- ☐ U-shape (25 max.)
- ☐ Classroom (32 max.)

*(24 hrs. ADVANCED NOTICE FOR ROOM STYLE CHANGE)

- + Audio/visual equipment needed for your meetings must be rented from the PUD (any exceptions must be approved by the PUD Training Center Coordinator).
- + For fees regarding the use of this equipment, please see rental rate sheet.
- + More comprehensive audio/visual aides (such as technical lighting, advanced sound reinforcement and video or computer projection) may be subject to the use of a technician and additional fees.
- + Equipment must be requested 24 hours in advance to ensure availability.
- + Technician Costs: \$35/hour, 4-hour minimum – required for all events.
- + THE USE OF A TECHNICIAN REQUIRES 4 WEEKS ADVANCED NOTICE.

4. DATE(S) AND TIME(S) REQUESTED

- ☒ Single Use on July 19, 2016
- ☐ Regular Use: ☐ Weekly on _____ of each week
- ☐ Monthly on _____ of each month

Start Time: _____ End Time: _____

5. EVENT INFORMATION

Name/Type of Event: City of Everett Safe Streets Public Forum Expected Attendance: 300

FOR PUD USE ONLY

Date entered into database: _____ Database Number: _____

Elizabeth Smith

I, _____, (hereafter referred to as "User"), agree that the information on this request is true and complete to the best of my knowledge. I further agree to abide by the following conditions as well as Snohomish County PUD's (hereafter referred to as the "PUD") Directive on public use.

1. Any necessary deposits will be paid at least two weeks prior to the first day of the event.
2. Users will be billed before the event for technical fees and will be paid within 30 days of billing.
3. User shall provide written notification of cancellation at least two weeks in advance of rental date or be assessed the minimum fee required for the room reserved.
4. The User assumes all responsibility for protection of PUD property and equipment and will be held responsible for any loss or damage as determined by the PUD. Utilization of PUD equipment to access or download files from the Internet is strictly prohibited except to the extent authorized in writing by the PUD, and penalties may be charged for any such activity that is not so authorized.

(AUDITORIUM USE)

5. Unless otherwise agreed to by the PUD, the user will provide proof of insurance as follows:

Limits of General Liability: \$1,000,000 Combined Single Limits and a certificate of insurance naming

Public Utility District #1 of Snohomish County as Certificate Holder and Additional Named Insured will be provided to the PUD at least three weeks before facility use begins.

If self-insured, the organization will provide proof of insurance coverage acceptable to the PUD for the purpose of the rental.

6. The person/organization indicated on the reverse will be responsible for payment of all charges.
7. All usage shall conform with requirements set forth in the Uniform Fire Code. The User shall restrict attendance to the facility's assigned occupant load. Section 4.108 of the U.F.C. states that any candle or open flame used in assembly requires a permit from the Everett Fire Department, Office of the Fire Marshall. For permit information, please call the Everett Fire Department at 425-259-8726. A copy of any permit issued must be on file with the PUD **two weeks prior** to the event. Violations of the Fire Codes shall be deemed a misdemeanor and shall be punishable by a fine of not more than \$1,000 or not more than ninety days in jail. **User will notify the PUD whenever there is an intent to use an open flame.**
8. The user will be held responsible for control of all individuals present during the time of the facility use. **No alcohol is allowed on PUD property. Lighted tobacco products are permitted in outdoor areas specifically designated as smoking areas. No food or beverages are permitted in the Auditorium except in stage areas as required by meeting/performance.**
9. Compliance will be made with all federal, state, and local laws prohibiting discrimination with regard to race, color, marital status, sex, religion, age, national origin, sexual orientation, or sensory, mental, or physical disability.
11. User agrees to notify the PUD technician, custodian or Security Officer of any accidents immediately.

SIGNATURES

The User agrees to indemnify, defend, and save harmless the PUD, its officers, agents and employees from and against any and all claims, losses, damages and expenses, including attorneys' fees, arising out of or in connection with the use of PUD facilities to the extent that such claim, loss, damage, or expense is attributable to any negligent act or omission of the User, anyone directly or indirectly employed by the User, or any of the User's group members, invitees, or other Users present at such facilities in connection with the User's activities. The User also has read and agreed to the Public Use of Facilities Directive Number 43 (included in the application packet).

User

Date

Snohomish County PUD Confirmation

Date

Return this form with both sides completed to:

Phone number: 425-783-8204

FAX number: 425-267-6143

Snohomish County PUD

Julie Johnson M/S A1

Training Center Receptionist

PO Box 1107

Everett, WA 98206-1107



PUBLIC USE OF TRAINING CENTER

USER EXPECTATIONS AND RESPONSIBILITIES

Please help us provide safe, quality and low-cost facilities to our users by respecting the following guidelines:

- THE PUBLIC USER SHALL:** 1) Review emergency response information and share the egress routes with meeting participants at the beginning of the meeting, including identifying the common external meeting place, should an evacuation be necessary (note - floor plan with egress routes included in this packet). 2) Vacate the building immediately should the fire alarm activate. If you are the responsible party in your meeting, insist that all participants vacate in the event of an audible alarm. 3) Follow the direction of PUD security officers. 4) Account for the people who were in your meeting, if possible, in the event of an evacuation. 5) Never reenter the building until the security officer or other PUD management gives the "all clear."
- NO PROPPING OF EXIT DOORS:** Customers who prop exit doors open will lose their meeting privileges.
- CHILDREN:** Children visiting the Training Center facility must be accompanied by their parents or guardians. Children should not be allowed outside the meeting room without their parent or guardian.
- MISUSE OF FURNISHINGS:** Please do not move or misuse furnishings. Requests for set-ups should be made on the Application for Use document and turned in prior to room usage. We will set-up the room as you requested.
- ROOM SET-UPS:** The only room available for change of set-up is the Commission Meeting Room. Please do not change other room set-ups.
- MISUSE OF EQUIPMENT:** Misuse or damage to PUD equipment causes the cost of facilities use to be higher for all our customers. Please handle equipment appropriately. Your requests for equipment should be made 24 hours in advance of the scheduled meeting. Custodians should not be asked to locate or set-up equipment.
- EQUIPMENT REQUIRED:** Please request and reserve your equipment at least 24 hours in advance of your scheduled meeting. Custodians should not be asked to set-up equipment in the Training Center. All equipment must be paid for prior to use – Information Desk or Security Officer will arrange for payment.
- MAXIMUM OCCUPANCY:** Please observe the posted occupancy limit in PUD meeting rooms in all meetings.
- FIRE CODE COMPLIANCE:** The Uniform Fire Code governs usage of all PUD facilities. Section 4.108 of the Code requires that any candle or open flame used in assembly requires a permit from the Everett Fire Department, office of the Fire Marshall. For permit information, please call 425-259-8726. A copy of any permit issued must be on file with the PUD two weeks prior to the event. The user is required to notify the PUD whenever there is intent to use an open flame. Violations of the Fire Code are considered a misdemeanor and may result in a fine of not more than \$1,000 or not more than ninety days in jail.
- HOURLY RESERVATIONS:** Rooms are reserved for a three-hour minimum period (except the Auditorium is a four-hour minimum). Custodial work schedules are planned around your reservations. When you do not adhere to your reservation schedule, custodial work can not be completed on time. Please begin and end your meetings promptly at the reserved times. Additional fees are assessed for meetings held over their scheduled time.
- FOOD & DRINK:** Food and drink are allowed in all PUD rooms except the Auditorium. Please do not take food and drink into the Auditorium and exercise care in handling food and drink in areas where they are permitted.
- ALCOHOL / TOBACCO:** No alcohol is allowed on PUD property. Lighted tobacco products are permitted in outdoor areas specifically designated as smoking areas.
- LOST ARTICLES:** The PUD is not responsible for lost or stolen items. Any items found by custodians will be turned over to the Information Desk and may be claimed by identifying the item in person or calling 425-783-8204.

I have read and understand these guidelines. Failure to comply with these guidelines may result in termination of use of PUD facilities.

Print Name: Elizabeth Smith

Signature: _____

Date: _____

June 24, 2016

Organization: City of Everett

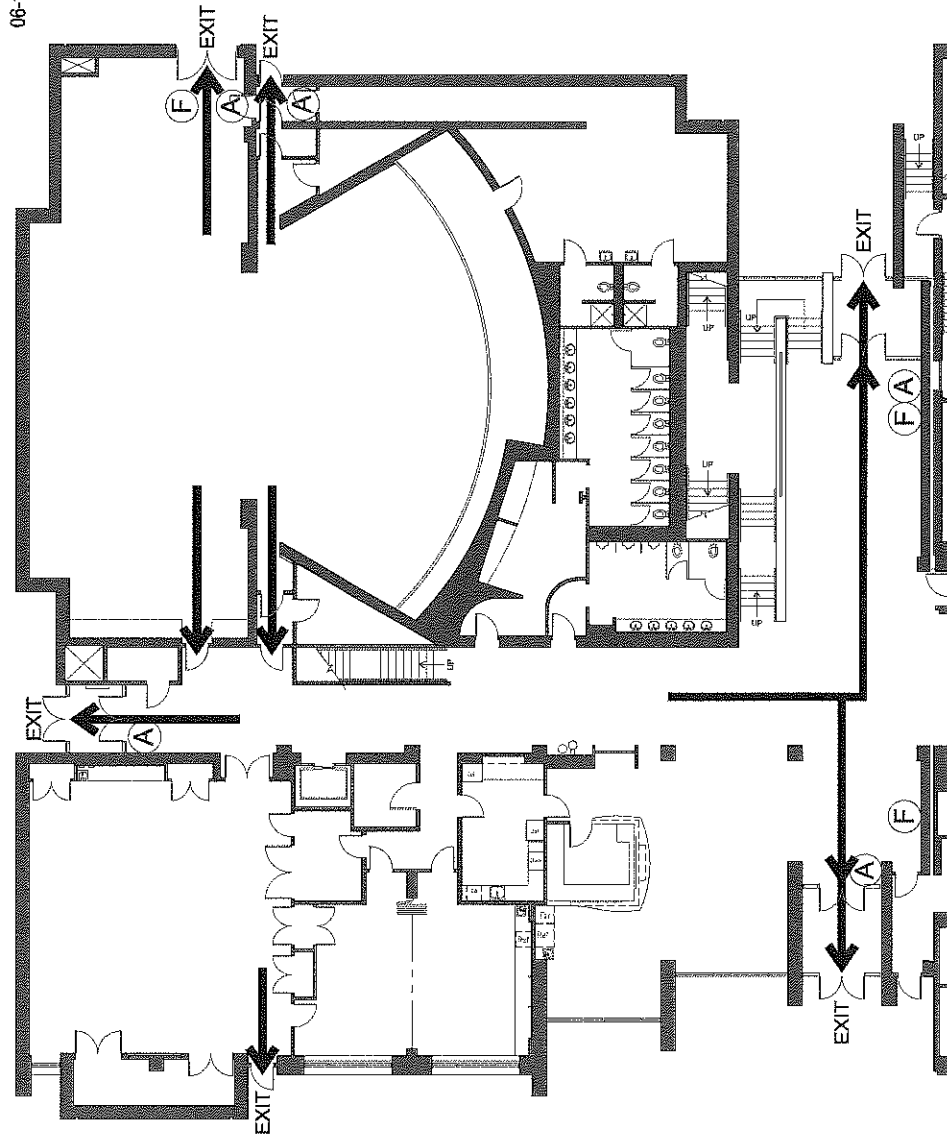
Phone: _____

425-257-7111

Emergency Egress Map - First Floor Training Center

SafetyMap-TC

06-11-07



NORTH

ELECTRIC BUILDING
TRAINING CENTER
FIRST FLOOR

2320 California Street

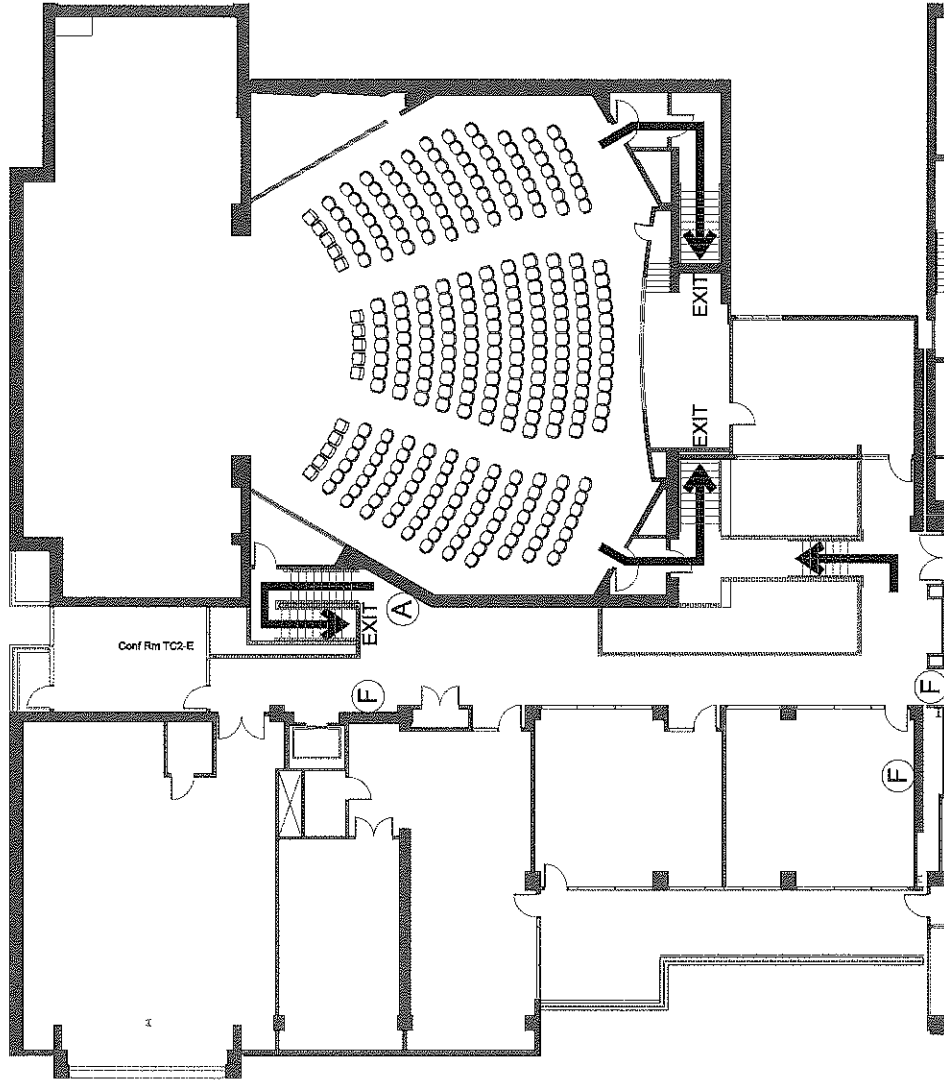
LEGEND

- (A) PULL ALARM STATION
- (E) EMERGENCY DISASTER CABINET
- (F) FIRE EXTINGUISHER
- (+) FIRST AID KIT
- (B) MSDS & BBP BOOKS
- (S) SAFETY BULLETIN BOARD
- EMERGENCY EXIT ROUTE

Emergency Egress Map - Second Floor Training Center

SafetyMap-TC

06-11-07



NORTH

ELECTRIC BUILDING
TRAINING CENTER
SECOND FLOOR
2320 California Street

LEGEND

- (A) PULL ALARM STATION
- (E) EMERGENCY DISASTER CABINET
- (F) FIRE EXTINGUISHER
- (+) FIRST AID KIT
- (B) MSDS & BBP BOOKS
- (S) SAFETY BULLETIN BOARD
- EMERGENCY EXIT ROUTE



FACILITY COST SHEET

425-783-8204

ALL FACILITY RENTALS (EXCEPT THE AUDITORIUM AND GREEN ROOM) ARE BASED ON 3-HOUR BLOCKS OF TIME UNLESS OTHERWISE NOTED:

Room:	CAPACITY:	NON-PROFIT FEE:	PROFIT FEE:
Auditorium (4 hr. minimum)	300	\$175 \$44 for ea. addtl. hr.	\$275 \$70 for ea. addtl. hr.
Commission Meeting Room	60	\$30	\$100
Training Center Room 1st Floor	12	\$15	\$35
TC- 2A	14	\$15	\$35
TC- 2C	20	\$15	\$35
Green Room (4 hr. minimum)		\$25	\$40
Commons Area (deli eating area)		\$20	\$40

- ☞ Auditorium requires a \$1,000,000 liability insurance rider naming *Snohomish County PUD* as additional insured and certificate holder. Must be received 3 weeks prior to your event.
- ☞ Auditorium and Training Center Room 1st Floor are available for external use 7 days a week (weekdays: 8:00 AM to 10:00 PM; weekends: 8:00 AM to 11:00 PM).
- ☞ All other rooms are available after business hours for external groups Monday through Friday – (5:30 PM to 11:00 PM) and on weekends (8:00 AM to 11:00 PM).
- ☞ Payment for room reservations and equipment reserved must be received 2 weeks prior to reserved event date.
- ☞ Non-profit organizations must provide a copy of their 501c declaring their non-profit status with the Internal Revenue Service.
- ☞ Security officer will be on duty during all events.
- ☞ At no time shall exit doors ever be propped open.

Other PUD auditoriums listed below have a capacity of 50. Please call numbers listed for specific rental fees, which are different from the Everett Headquarters facility.

Monroe PUD local office:	360-794-3901
South County PUD local office:	425-670-3201
Snohomish PUD local office:	360-563-2201
Stanwood PUD local office:	360-629-5701



GUIDELINES

Weekend Usage of the Training & Technology Center (TTC)

- ✦ Saturday and Sunday hours are from 8 AM to 11 PM.
- ✦ The PUD security officer will arrive at 8 AM to open the building. Do not expect to enter the building before 8 AM.
- ✦ Special productions and event hours in the Everett Headquarters Auditorium are negotiable and may require additional fees.
- ✦ There must be a four-week advanced notice for productions and events whose time will run outside of business hours.
- ✦ There is no guarantee that the PUD can accommodate events outside of regular TTC business hours. This depends on availability of PUD staff and security officer.
- ✦ Once the request is made for use of the Everett Headquarters Auditorium outside of regular business hours, the PUD will inform the customer in three (3) business days if it can accommodate the customer's request.
- ✦ All weekday and weekend Auditorium events require the use of a technician at an additional fee (see application form for details).
- ✦ **Remember: payment for use of the TTC is due 2 weeks prior to your event!**

Thank you!



AUDIO/VISUAL EQUIPMENT RENTAL RATES

Contact Person: Elizabeth Smith

Group Name: City of Everett

Today's Date: June 24, 2016

Date(s) equipment is needed:

EQUIPMENT	RATE (MINIMUM HRS.)	QUANTITY	COST
TV/VCR/DVD	\$12 (3 hours)	<u>1</u>	\$ <u>12.00</u>
Microphone (Auditorium)	\$6 (4 hours)	<u>3</u>	\$ <u>18.00</u>
Wireless microphone	\$24 (4 hours)	<u>3</u>	\$ <u>72.00</u>
Multimedia Projection (Comm. Room)	\$50 (3 hours)	<u> </u>	\$ <u> </u>
Multimedia Projection (Auditorium)	\$50 (4 hours)	<u> </u>	\$ <u> </u>
Multimedia Projection (Sm. TC rms.)	\$25 (3 hours)	<u> </u>	\$ <u> </u>
Laser pointer	\$3 (3 hours)	<u> </u>	\$ <u> </u>
Wireless Internet	\$1 (8 hours)	<u> </u>	\$ <u> </u>
Total:			<u> </u>

I, Elizabeth Smith, (renter) agree to be responsible for replacement or repair of equipment to like condition previous to use in the event of any damage by misuse or abuse to such equipment during rental period.

FOR PUD STAFF:

- ☐ Make sure of availability of LCD projector on AV list
- ☐ Record all equipment in description field and AV list
- ☐ Microphones only for auditorium

FOR TECHNICIAN:

- ☐ If equipment other than what's checked on list is used, please write the information down so we can invoice customer for additional equipment charges.

TRAINING & TECHNOLOGY CENTER MEDIA REQUEST FORM

Date(s) of your event: Year _____ Month _____ Day(s) _____

Name of Applicant: _____

Daytime Phone: _____ Email Address: _____

EQUIPMENT (please check all equipment items you will need):

☐ Easel: Number of easels* _____ ☐ Laser Pointer

☐ Wireless Internet

*PUD does not supply easel pads or markers for outside groups

MULTIMEDIA (please check all that apply):

☐ Computer Projection

Will you be using a: ☐ laptop ☐ desktop ☐ PDA

Operating system: ☐ Windows ☐ Mac ☐ Other _____

Resolution of your monitor: _____

Will you need more than one setup? ☐ No ☐ Yes, I need _____ setups

☐ Sound with computer presentation

☐ Video Projection

Format: ☐ VHS ☐ DVD ☐ Other _____

SOUND ACCESSORIES (These apply to Training Center Auditorium only. Please check all that apply):

☐ Lecturn (podium) microphone (built into lecturn)

☐ Regular microphone on microphone stands: Quantity _____ (maximum 4)

☐ Regular microphone on table stands: Quantity _____ (maximum 14)

☐ Wireless microphones

☐ Wireless handheld microphones: Quantity _____ (maximum 3)

☐ Wireless lapel microphones: Quantity _____ (maximum 2)

☐ CD player through Auditorium sound system

COMMENTS OR SPECIAL INSTRUCTIONS

Please refer technical questions to the Training & Technology Center Coordinator at 425-783-8458 (email questions to jrschuler@snopud.com).

Commons / Kitchenette Area User Policy

- ✓ Groups should be aware of the condition of the kitchenette before they start to use it. The kitchenette area should be left in the same condition as found.
- ✓ Kitchenette is located in the southwest corner of Commons area and consists of a countertop with small refrigerator underneath and a sink on top.
- ✓ **RENTAL DOES NOT INCLUDE** using any of the PUDELI equipment or supplies. Cabinets should never be opened because all supplies belong to the PUDELI and are not to be used.
- ✓ **RULE OF THUMB: IF YOU DID NOT BRING IT IN WITH YOU, THEN YOU SHOULD NOT BE USING IT.**
- ✓ **PUDELI AREA** located in **COMMONS** area is **NOT INCLUDED** in rental and is **OFF-LIMITS**.

**Infraction of these rules will be immediately reported to
the PUD Training Center Coordinator**

PUD TRAINING CENTER CUSTOMER REMINDERS

IMPORTANT! Please go over the checklist below. The PUD reserves the right to cancel your event if these user expectations have not been followed.

Customer Check List:

- ☐ Did you read the Application contract carefully before signing?
- ☐ Did you read the User Expectations carefully before signing?
- ☐ Have you allowed for set-up time and clean-up time in your rental period?
- ☐ Please remember to end your meeting on time!
- ☐ Building doors open promptly at business hour times, so do not expect to get in early. This is especially a problem on Saturday and Sundays when member of your meeting or event show up early.
- ☐ Do you understand that conference rooms cannot have table configurations changed, except in the Commission room?
- ☐ Do you understand that if extra custodial is required to clean-up after your meeting, you will be invoice extra after your event?
- ☐ Do not exceed the occupancy rate of the meeting room you rented; this includes the theatre/auditorium.
- ☐ The PUD encourages all participants that will be attending meetings or events here to review the parking area map on page 13. We also have this on our website (go to www.snopud.com/facilities where you will see a parking area map on the right-hand side). Parking can be difficult at certain times due to events at the Everett Event Center.

Theatre users: it is important to read and review the below

AUDITORIUM/THEATER USER EXPECTATIONS in addition to the section above.

Your event may incur additional costs or difficulties if you do not read this list completely and carefully.

Forward this on to those involved with your production or event.

Auditorium/Theatre User Expectations:

You will need 2 volunteers: one for sound cues and one for lighting cues. This is for light and sound cues only. The PUD Technician is still required. Running the light and sound cues is fairly simplistic, knowing the show is the key. If your show is very simple – meaning very few lights music and microphone cues – you may be able to run both light and sound cues with one volunteer; this will be your decision.

The PUD Technician programs the lighting board, programs the sound board, sets up the cues, does your basic lighting design. *If you have a real complex lighting show, then you might want to hire a lighting designer, with whom the PUD Technician will work.* The PUD Technician sets up the sound, gets all the levels correct, sets up microphones, sets up the fly and rigging system, monitors the systems and makes sure everyone is operating safely, etc. The PUD Technician will provide assistance and training on how to use the appropriate equipment.

The PUD Technician will then be present in case of technical problems safety and policy issues. The PUD Technician cannot be tied to the lighting/sound cues. The PUD Technician needs to be free to troubleshoot problems and go wherever these may arise (e.g., backstage, the lighting board or the sound equipment) and be free to address technical and safety issues.

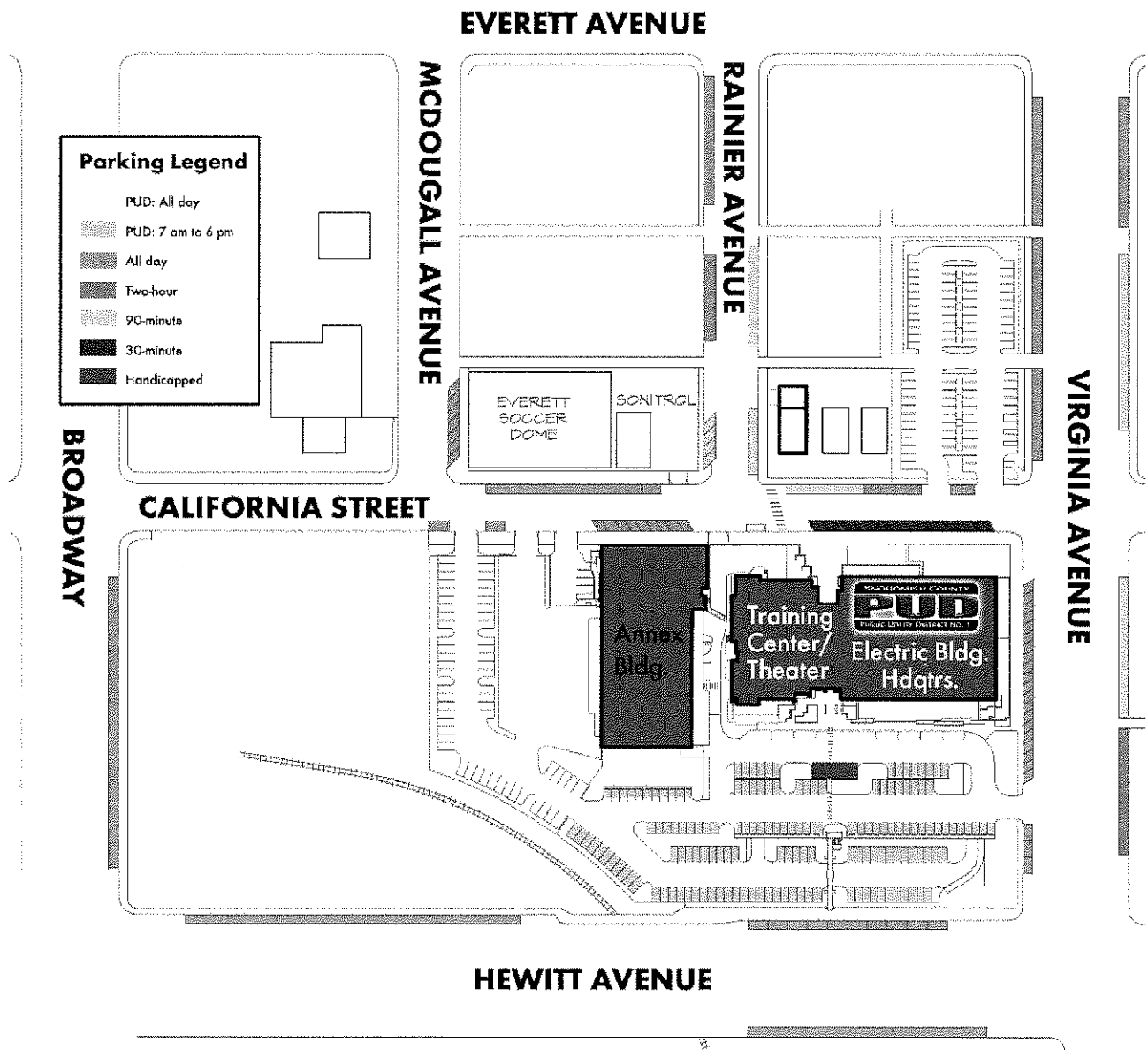
(Auditorium/Theater User Expectations continued on next page)

The PUD Technician will be in constant communication through a wireless intercom headset system. The PUD needs to be able to substitute PUD Technicians if one becomes ill or has a scheduling conflict. **Therefore, it is the customer's responsibility to have a volunteer(s) who knows the cues and the show.** The PUD also advises customers to have a third volunteer to cross-train with the light and sound cues in case one of the customer's volunteers cannot make a show due to illness, etc. It's good to have a backup plan with large productions!

The PUD Technician must have complete knowledge of what's happening during your event. For example: special effects, pyro, sound, lighting and/or multimedia computer presentation. If you have sets, the PUD Technician must know how you are constructing them. **All of these items in advanced of your load-in.** **Changes may be required to meet PUD policy. This is a requirement.**

- ☐ Only PUD Technicians can give permission for use of all other equipment including: pipe battens, electrics, and fly system.
- ☐ PUD will provide the PUD Technician's email address. It will be the **Customer's** responsibility to contact the technician prior to the event.
- ☐ The Customer provides volunteers for running sound and light cues. The PUD Technician will provide assistance on how to use the appropriate equipment.
- ☐ If you use your own equipment, the PUD Technician will not be responsible for supporting that equipment.
- ☐ There are strict regulations governing the use of pyro-, flash-, smoke- and fire-effects on stage. Please contact the PUD Training Center Coordinator well in advance if your production involves these kinds of effects. All uses of such effects are subject to the permission of the PUD Training Center Coordinator and the City of Everett Fire Department.
- ☐ There is a standard lighting plot that needs special permission from the PUD Training Center Coordinator if it is to be altered. Most productions should not need to alter the standard lighting plot. There are many extra instruments for specials.
- ☐ Weekday events in the auditorium/theatre that require a PUD Technician typically can start no earlier than 5:30PM Monday through Friday.
- ☐ Please allow set-up time and take-down time for your event within your rental period. The PUD Security Officer will enforce.
- ☐ Auditorium events that expect large groups may require extra security officers, at your expense. We need to be informed if you expect a large group or any activity that may require additional security.
- ☐ Night PUD Lead Maintenance & Custodial Mechanic has final authority on facility repair and modification issues after 4:00PM, Monday through Friday.
- ☐ Only PUD Technicians are allowed on the catwalks, genie lift and ladders.
- ☐ A PUD Technician must be present for the control room to be accessible to users. Only PUD Technicians are allowed in AV/media storage. The PUD Training Center Coordinator must approve exceptions.
- ☐ The PUD Technician has final authority on all theater technical and safety issues.
- ☐ The PUD security officer will enforce *Public Use of PUD Facilities* policy and *User Expectation* policy on evenings and weekends. The PUD Training Center Coordinator will enforce during regular PUD business hours.
- ☐ All scenery brought into the Snohomish County PUD theater/auditorium must be flame-proofed and comply with the City of Everett and Washington State fire and safety regulations. Certificates to prove compliance must be shown to the PUD Training Center Coordinator by the visiting companies.
- ☐ **Changing of the theatre main lighting plot – general whitewash – is strictly prohibited.** Very limited use of the side lighting bars.
- ☐ Props and equipment must be kept out of the table lane (behind the white stripe), so that PUD staff can move tables in and out during business hours. **NOTE:** Accommodations can be made to move the tables out during performances. This will be worked out between the user, the PUD Training Center Coordinator, PUD Technician and evening PUD Maintenance Foreman.
- ☐ Please respect this facility. Leave it in the condition it was in when you arrived. Participate in your events safely. This is a resource for our community, so let's take good care of it!

Electric Building Parking Map





DIRECTIVE NUMBER 43

PUBLIC USE OF PUD FACILITIES

Date: 02/21/12

POLICY:

As a community service, selected PUD facilities may be available to the public if they are not in use for the conduct of PUD business. The PUD will endeavor to achieve the broadest possible use of its facilities by the public, as long as there is no conflict with or disruption of the ordinary conduct of PUD business. Use of the PUD facilities is solely within the discretion of PUD management.

FACILITIES AVAILABLE FOR PUBLIC USE:

The following PUD facilities will be available for use by the public in accordance with the terms and conditions of this policy:

Local Office Facilities

- + South County Office Auditorium
- + Monroe Office Auditorium
- + Snohomish Office Auditorium
- + Stanwood Office Auditorium

Training Center Facility

- + Training Center Board Room
- + Training Center Training Rooms (5)
- + Training Center Auditorium
- + Training Center Commons and Green Room Facilities
- + Computer Training Room
- + Videoconferencing Room (Training Center Rm 1st Floor except as needed by Commission schedule)

CONDITIONS OF USE:

The PUD shall have first priority for use of its facilities; all other use shall be prioritized on a first-come, first-served basis. The Clerk of the Board and the Training Center Coordinator shall have authority to cancel and reschedule previously reserved rooms, if necessary. Appeals concerning involuntary schedule revisions or disagreements can be made to the Senior Manager, Facilities and, if necessary, to the Assistant General Manager of Water, Generation, and Corporate Services, for final determination.

All use of facilities shall be in accordance with all applicable laws, rules, and regulations of local, state and federal government. The PUD will provide access to its facilities on a nondiscriminatory basis. The PUD may prohibit the use of its facilities by individuals or groups which, in the opinion of the PUD, present a conflict of interest with the PUD's public and/or nondiscriminatory purpose.

Access to PUD facilities during regular business hours by external groups can be limited to certain conference rooms, if necessary, to assure adequate meeting space is available for the PUD's business.

All users shall be at least 18 years of age or under adult supervision.

Alcoholic beverages are not allowed in PUD facilities or on PUD property. Smoking is permitted only in designated outdoor smoking areas.

Use of facilities by the public shall not imply endorsement by the PUD of users, sponsoring organizations, or related activities.

PUD DIRECTIVE #43 (cont'd.)

ANIMALS PROHIBITED

No animals/pets are allowed on PUD property except for:

- 1) "Service animals" such as guide dogs, signal dogs, or other animals individually trained to provide assistance to an individual with a disability or
- 2) Animals approved in advance by the PUD for use in theater productions. Such approval shall be on a case-by-case basis and at the sole discretion of the PUD.

FACILITY RENTAL FEES

Users will be assessed standard rental fees in accordance with a schedule of fees established by the PUD's General Manager or his/her designee. A single rental period shall not exceed a 24-hour period. The PUD reserves the right to modify fees at its discretion, when alternative fees would directly benefit the PUD.

Fees shall be assessed and periodically revised, as necessary, to provide recovery of the PUD's costs to operate the Training Center. Rates for commercial users shall be based on the market for comparable facilities in the region. These fees are subject to change, without notice, depending on operating costs and current market rates.

Deposits (refundable) for reservation of PUD facilities and certain equipment may be required at the sole discretion of the PUD, and will be applied toward the total rental fee. If the user charges a fee to its participants on site for a product or service, the PUD reserves the right to negotiate a percentage of that fee in addition to regular room fees for use of PUD facilities.

Customers are expected to reserve enough time to end their event within the time reserved. In estimating the time required for an event, pre-setup, socializing, and post-clean up time should be included. Customers who run over their reserved time will be assessed a fee. The fee will include the charge for the room for one hour for overage up to one hour over their reserved time, including security, and custodial fees, if applicable. If the customer is still in the room for over one hour beyond their scheduled time, the charge would change to a double time rate for the room, security and custodial fees.

HOURS OF OPERATION

The PUD's Training Center is available for public use between the hours of 8 AM to 11 PM, Monday through Friday; 10 AM to 11 PM Saturday and Sunday; and closed on holidays.

Room selection limited to TC-2E, Auditorium and Computer Training Facilities during PUD business hours 8 AM to 5 PM, Monday through Friday. Others are available after 5 PM.

Business hours for special productions in the Auditorium are negotiable.

Use of the PUD's videoconferencing system outside of the Training Center's regular business hours will be reviewed on a case-by-case basis.

Managers of local offices will coordinate hours of availability for PUD local offices.

RESERVATIONS

Users may reserve facilities for up to a maximum of three days per week for three consecutive weeks; provided, however, the PUD may, in its discretion, authorize use of facilities for longer periods of time on a case-by-case basis. Reservations may be made up to three months in advance of the scheduled use date(s) for meeting rooms, six months for computer training rooms and six months for the Training Center Auditorium; reservations more than six months in advance may be allowed at the PUD's discretion, provided that a non-refundable deposit may be required. The non-refundable deposit shall be applied to the user's fee for facility usage or damages to the PUD, should the user cancel the scheduled event.

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- ▶ The PUD will make reservations with a short-term notice if staff can make the necessary accommodations.
- ▶ Training Center Auditorium requires a 30-business day advanced notice, if an insurance liability waiver is not on file.
- ▶ Reservations for videoconferencing require a two-business day advanced notice.
- ▶ Local office managers will handle reservations for public use of local office auditoriums.

AVAILABLE SERVICES

Services included in the Standard Rental Fee. The following user support services will be available at the PUD's Training Center at 2320 California St., Everett, Washington, as part of the standard rental fees:

- ▶ Pre- and post-event custodial services.
- ▶ Basic visual aids, including, whiteboards and easels. Easel paper not included.

At all other PUD public use facilities, the user shall consult with the facility Local Office Manager for detail on available services:

Services Provided for an Additional Fee. User support services which will be available at the PUD's Training Center at 2320 California St., Everett, Washington, and for which an additional fee will be charged if such services are requested by the user or are required by the PUD for the particular use of the facility, shall include, but not be limited to:

- ▶ Pre- and post-event custodial services- which are, in the opinion of the PUD, above and beyond standard custodial services provided as part of the standard rental fee.
- ▶ Security services.
- ▶ Full production audio/visual services. Fees for such services will be assessed in accordance with a schedule of fees established by the PUD's General Manager or his/her designee. Fees will be charged by the PUD for comprehensive audio/visual aids, including: technical lighting, sound system equipment, DVD players, projectors, microphones, computers and computer peripherals. The Training Center Auditorium technical lighting and sound system equipment will be coordinated by the PUD's Training Center Coordinator.
- ▶ Equipment access will be coordinated by the PUD's Training Center Coordinator.
- ▶ The PUD has available to the public a group videoconferencing system.

At all other PUD public use facilities, the user shall consult with the facility Local Office Manager for detail on available services.

SCHEDULING

Local Office Facilities: Reservation and arrangements for related support services for local office facilities may be made by contacting the appropriate PUD local office.

Training Center Facilities: Reservations and arrangements for related support services for the PUD's Training Center facilities may be made by contacting the Training Center Receptionist within the Water, Generation & Corporate Services Division.

APPLICATION FOR USE

Prior to the use of PUD facilities, users shall:

- ▶ Complete an Application for Use of PUD Facilities and Equipment
- ▶ Provide evidence of insurance as required by the PUD
- ▶ Obtain PUD approval for user-provided security personnel as required by the PUD; and
- ▶ Make payment of deposits as may be required by the PUD.

INSURANCE

If required by the PUD, facility users shall secure and maintain, at their own cost, liability insurance coverage. Such insurance shall be in the form of a public liability insurance policy, naming the PUD as an additional insured and providing combined single limit coverage for bodily injury and property damage in an amount specified by the PUD. The policy shall include a provision requiring the insurance company to give at least 30 calendar days prior written notice to the PUD of any cancellation or

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alteration of the policy. Evidence of such insurance, if required, shall be delivered to the PUD not less than fifteen (15) business days prior to the commencement of facility use.

FACILITY SECURITY

PUD personnel will be responsible for providing access into and out of facilities to be used by the public and for ensuring that all users have vacated the facilities upon completion of scheduled use unless such responsibility is delegated by the PUD to the facility user. In such event, the user shall access and secure the facility to be used in accordance with established PUD procedures, and will cooperate with the PUD to obtain the proper training in such procedures.

If required by the PUD, facility users shall provide, at their own cost, security personnel approved by the PUD who shall be present throughout the duration of use of the applicable facility. Users are required to review and understand the PUD's User Expectations and Responsibilities guidelines and to cooperate fully with PUD personnel in its implementation.

CANCELLATION / REFUNDS

Cancellations: The PUD shall have the right to cancel scheduled use of PUD facilities at any time for any reason, including, but not limited to, the following:

- Failure of user to comply with the terms or conditions of this policy;
- Use application contains false or misleading information or breach of its terms or conditions by the user;
- Inadequate payment of rental fees;
- Willful or negligent damage, vandalism, or mistreatment of the facilities/equipment or failure to comply with the PUD's *User Expectations and Responsibilities* guidelines, a copy of which is attached;
- Weather or other unforeseeable conditions cause facility closure;
- Accidental scheduling conflict; or
- Any other reason which, in the reasonable opinion of the PUD, justifies cancellation.

User shall provide written notification of cancellation at least two weeks in advance for rooms other than the Training Center Auditorium or Computer Training rooms or be assessed the minimum fee required for the period reserved.

User shall provide written notification of cancellation at least three months in advance for the Training Center Auditorium or the Computer Training rooms or be assessed the deposit or the fee required for the period reserved.

- The PUD shall not be responsible and shall have no liability whatsoever for any damages to users resulting from cancellation of scheduled events.

Refunds: The PUD will provide refunds of deposits and rental fees paid to the PUD in the event of cancellation of facility use under the following conditions:

- Weather or other unforeseeable conditions cause facility closure;
- Accidental scheduling conflict.

Refunds Videoconferencing equipment:

- In the event of a failed or defective videoconference, the PUD's liability shall not exceed the amounts due to PUD for the services associated with the failed or defective videoconference.
- The PUD will not be responsible for travel or other costs incurred by the customer prior to and following its group videoconference in the event of equipment failure.

Users shall forfeit deposits and/or fees paid to the PUD for damages, costs, and expenses incurred by the PUD as a result of, or in connection with, the use of application for use of its facilities.

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ADMINISTRATION

The General Manager is authorized to establish procedures including the setting of rental and support services fees to implement this policy.

INQUIRIES

Direct inquiries about this Directive to the Facilities Department.